



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: February 18, 2011

Changes to Fire Inspection Process:

As you may be aware, last year we started the process to have our current Building Inspectors dually certified as fire inspectors. Two of our building inspectors have completed the training and certification, and another is currently undergoing training. We have also hired an individual who is currently dually certified as a Building and Fire Safety Inspector who has substantial experience through other municipalities.

As of March 1st, the role of fire inspections and plan review will be split as follows:

- Building & Zoning Services (located in City Hall) will be responsible for:
 - Fire plan review and inspection responsibilities for renovations and new construction of commercial facilities;
 - Inspections for new business licenses including new home occupation licenses.
- Fire Department fire inspectors (one certified FF serving as a fire inspector and one civilian fire inspector working out of F.S. #61) will be responsible for:
 - Annual inspections of commercial establishments;
 - Annual life safety and fire inspections of schools, day cares, ALF's.
- Fire Marshal will retain responsibility for attending DRC meetings, and interpretation of Fire Code issues as needed.

Ongoing/Upcoming Events:

- **Regular City Commission Meeting** – Monday, February 21st, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, February 22nd, 4:30 p.m., 2nd fl. Conference Room
- **Wags N' Whiskers Pet Festival** – Saturday, March 5th, 9:00 a.m. – Noon, Keyville Dog Park

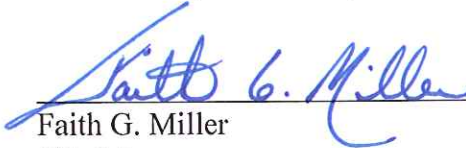
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2345 Providence Boulevard, Deltona, Florida 32725

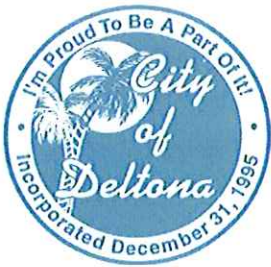
(386) 878-8100 Fax (386) 878-8851

Webpage: www.Deltonafl.gov

- **4th Annual Ability Fair** – Saturday, March 12th, 10:00 a.m. to 2:00 p.m., City Hall, Commission Chambers & courtyard
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 8:00 a.m – Noon
- **Flu Shots** – Available at Fire Station 61, Monday thru Friday, 9:00 a.m. – 4:00 p.m., and Saturdays from 9:00 a.m. – Noon. Cost is \$25/person. Cash, check, Visa and MasterCard are accepted; the only insurance accepted is Medicare part B.



Faith G. Miller
City Manager



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COMMUNICATION: Week ending 02/16/2011

- Shot video at the Thornby Grand Opening ceremony.
- Attended the NSP Marketing Workshop for realtors.
- Planning stages of April, May, June City newsletter.
- Used Social Networking sites to send out reminders of Valentines Dance and Thornby Grand Opening.
- Working to promote the Feb. 26 Foreclosure Prevention Workshop.
- Troubleshooting entryway signs.
- Pre-production for reThink/Driving Alternatives Generic PSA for DeltonaTV.
- Created DeltonaTV slides for Planning & Zoning Board recruitment, and updated City of Deltona Jobs.
- Created new environment programming for DeltonaTV using University of Florida nature segments.
- Updated DeltonaTV programming schedule.

Media Relations ~

- Provided Mark Harper of the *News Journal* with information on Water Rates, Land use maps.
- Provided Mark Harper of the *News Journal* with information on inverse condemnation lawsuits.
- Provided Mark Harper of the *News Journal* with information on Ft Smith construction.
- Provided Mark Harper of the *News Journal* with information on City Manager/City Attorney severance packages.

Press Releases ~

- Philadelphia Union Soccer Team using Dewey O. Boster Sports Complex.
- Foreclosure Prevention Workshop.

Economic Development ~ 2/14/11 – 2/18/11

- Contacted JDH Properties LLC, representing the plaza at Doyle Road and Courtland Boulevard and requested realtor's information for 47K square foot vacant property.
- In contact with Frank DeMarsh regarding his request for a Development Order for his property at the Activity Center. P&D, with City Legal, issued the requested DO with stipulations that will hold the City harmless in case of developer non-compliance.
- Spoke to Steve Seacat of Deltona Mini mall Outlet. Is negotiating sublease with Winn Dixie (Deltona Blvd. Site) to assume the remaining term. Received photos of existing locations and copy of sublease.
- Attended Deltona Economic Development Advisory Board meeting. Items discussed were revisions of By-Laws and selection of a single location to concentrate efforts of the DEDAB in.
- Spoke (via telephone) with Brian Hill of Brian's Restaurants. Interested in Deltona locations. Will call on 02/22 to schedule site tour of Deltona for following week.

- Spoke (via telephone) with Marc Young of Bluerock Commercial, realtor and site selector for PEP Boys, Wendy's, Del Taco, and Popeyes. Requested their site specifications. Upon receipt will put together sites in Deltona to send to him for review. Also, they handle First Southern Bank (now at 800 Deltona Blvd.)- he mentioned they had put in an offer for a former Wachovia site yesterday...in Orange City.
- Discussion with realtor for Deltona Lakes Plaza. Wells Fargo (Wachovia) Bank looking at opening location at former Blockbuster Video (end cap of outparcel in NE side of plaza). Received location sketch and provided same to P&D.
- Attended luncheon for West Volusia EDC in Orange City-meet other ED practioners. Discussion on SR 472 and Howland (Activity Center). Possible have meeting of all major owners.
- Attended 'MyRegion.org' meeting in Orange City to meet members. Discussion of "Regional Water Issues" and of High Speed Rail/SunRail.
- Work on City of Deltona webpage, Business Section-"...to update and improve."
- Make up interview questionnaire to use when meeting with local (Deltona) business owners. Have form reviewed by City management and revise as needed.
- Attend all day meeting on "Volusia Trails" at Debary City Hall.

BUILDING & ZONING SERVICES: 2/4/11 - 2/11/11

• Building Permits issued for the week:	65
• Valuation of work permitted for the week:	\$331,351.00
• Inspections completed for the week:	118
• Total Permits issued for Fiscal Year 10/11:	1,011
• Valuation of work permitted for the year 10/11:	\$11,121,383.29
• Solar Rebates Processed this week:	0
• Total Solar Rebates processed since 2/1/10:	79

Permits Issued 02/04/11 – 02/11/11:

AC Change Out	6
Addition	3
Driveway	1
Electrical	4
Fence	8
Garage Door Replacement	4
Garage Or Carport	1
Interior Repair	1
Pool Enclosure	1
Pool In Ground	2
Reroof	11
Right Of Way	2
Screen Enclosure	1
Shed I	5
Shed Ii	1
Siding	1
Solar Panel Installed	1
Water Heater Replacement	6
Window Replacement	6
Total	65

CITY CLERK'S OFFICE: 2/6/11 – 2/12/11

City Clerk's office held a 1-hour training session for key City employees on Wednesday, February 9, 2011 concerning public record request. Another session is scheduled for Wednesday, February 23, 2011.

Department Staff:

- 2nd Floor HR/CC Walk-In Customers: 119.
- 2nd Floor calls Answered: 26.
- Packages Picked Up: 1.
- Packages Received: 29.
- A/P Invoices Opened: 131.
- Newspapers: 16 (9 hours).
- Public Records Requests Received: 3.
- Public Record Request Amount Rec'd: \$7.25.
- Documents imaged, pages: 5,533.
- Large scale drawings imaged, pages: 161.

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 228 requests for services this week.
- Animals impounded at the humane societies: 59.
- Citation warnings issued: 16.
- Courtesy notices: 85.
- Abatement notices: 10.
- Citations issued: 2
- Code Enforcement telephone calls: 98.
- Solid Waste calls: 85.
- Citizen walk in requests for Code Enforcement assistance: 13.
- Citizen walk in requests for Solid Waste assistance: 1.
- Properties requiring grass to be cut by contractors: 0 at a cost of \$0.00.
- 6 certified mailings were sent out at a cost of \$33.24.
- Money collected for Animal tags, liens and return to owners: \$385.00.
- Foreclosures last week:

Deltona	5
Volusia County	<u>22</u>
Total	27

FINANCE DEPARTMENT:

- Working on Parks Fixed Assets. Conducted physical inventory at several City parks.
- Received two responses to RFP for Prime Rate Interface. Distributed responses and score sheets to Selection Committee members.
- Received 16 bids for the Demolition Projects.
- Attended TABOR (Taxpayer Bill of Rights) webinar.
- Working with auditors on FYE 09/10 audit.
- Sent out notification of Unclaimed Property letters to various vendors and Water Utility customers.

FIRE DEPARTMENT:

Fire Chief:

- Met with ITSD staff to review process and discuss strategy and timeline to transfer over to the VCSO Tiburon CAD once an agreement is reached between the City and VCSO. Discussed the possibility of setting up a Beta testing of Mobile Data Computers (MDC) to ensure compatibility and connectivity within the City limits of Deltona, DeBary and Orange City.
- Met with negotiating team and Union to discuss resuming contract negotiations. Reviewed the City's last best proposal that was tentatively agreed-to by both parties in July of last year. This is the presumed starting point of negotiations from this point forward; however, the Union may have changed their position on several articles.
- Met with CM and Deputy CM on development issues and process improvements and more customer-friendly approach to development relating to fire code and life-safety code.
- Met with HRD and negotiating team to discuss the Union's proposals from the meeting on the 11th in preparation for our slated negotiation session on February 18th.

Information, Communications & Education:

- Attended Chemical; Suicide Training at Orlando Emergency Operations Center. (Faer & Debose)
- Assisted City of DeBary with fire safety presentation and extinguisher use to disaster response citizens at Highland Country Estates (6 citizens).

EMS:

- Completed FF interviews for four (4) open positions.
- Held ACLS and CPR makeup classes.
- Cleared paramedic Beverly and sent email to medical director to have him cleared to be a lead medic.
- Scheduling PRHS riders and have done orientation with them.

Fire Loss: Signed the final site plans for the Deltona Villages and the Epic Theater DO has been issued.

HUMAN RESOURCES DEPARTMENT:

- Performance Evaluations processed: 4.
- Deltona JOBS Program Folders: 1st Floor lobby- (5) added, 2nd FL Lobby (5) added; (To date 2/16/11) total # of Deltona JOBS Program folders taken – (901).
- Applications Received: (6) Telecommunicator, (19) Utility Customer Service Rep.
- Background Check for Water Operators.
- Posted 2 job posting: Telecommunicator & Utility Customer Service Rep.
- Scheduled pre-employment physical and drug screening for: (1) Stormwater Technician.
- Participated in interviews for (2) Utility Systems Technician positions.
- Scheduling appointments with ICMA-RC representative for visit on 2/24/11.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interview: J. Brown (Firefighter) – resignation.
- Working on City Manager/City Attorney severance project including gathering information from 26 cities.
- Met with Employee of the Month committee to review nomination from previous quarter.
- Met with Local 2913 Union and Mgmt Negotiating Team to discuss continued negotiations.
- Met with Center for Business Excellence representative to discuss available programs.
- Prepared class materials for Training Class #2 for the Supervisor Development Program.

PARKS AND RECREATION DEPARTMENT: Week ending 2/11/11

Administration:

- Farmers Market: 5 vendors, 61 cars.
- Hosted the Thornby Park Grand Opening/Ribbon Cutting Ceremony and Dedication.
- Hosted the Valentine's Dance at Wes Crile Park.
- Met with ISS Cleaning Contract representative to discuss the cleaning of City Hall and other facilities.
- Conducted the Parks & Recreation Advisory Board meeting at City Hall.
- Met with VCSO and Latin Fest representatives to discuss special event concerns.
- Met with Seminole Soccer Club about renting our soccer complex for the Memorial Day Soccer Tournament.
- Met with contractor at 1691 Providence to discuss building cleanup.

Facility Use Permits include:

- Deltona Community Center – 5 permits issued. Weekly attendance – 2,029.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 432.
- Wes Crile Park – 3 permits issued. Weekly attendance – 1,324.
- Skate Park – 7 new passes. Weekly attendance – 753.

Special Events/Programs:

- **City Hall:** Ability Fair on Saturday, March 12th from 9:00am-2:00pm
- **Dewey Boster Sports Complex:**
 - Little Linksters Golf session.
 - MLK celebration is scheduled for Sunday, February 27th from 1:00-5:00pm.
 - The Philadelphia Union (MLS) continue pre-season training.
- **Harris M. Saxon Community Center:**
 - Zumba dance classes have resumed.
 - Boys and Girls Club After-School program has resumed.
- **Keyville Dog Park:** Wags-n-Whiskers Pet Fest on Saturday, March 5th from 9:00am-12 noon.
- **Lake Butler Skate Park:** Skate competition is tentatively scheduled for the last weekend in March.
- **Wes Crile Park:** Youth Flag Football will return in March.
- West Volusia Youth Baseball Opening Day Parade – Saturday, February 26th from 8:00-9:00am
- Deltona Little League Opening Day Parade – Saturday, March 5th from 8:00-9:00am

City Leagues Currently Underway: Polar Bear league continues.

Partner Leagues Currently Underway:

- FBVA Winter season continues.
- Adult 6V6 soccer continues.
- West Volusia Youth Baseball, Deltona Little League practices have begun.
- Deltona Youth Soccer practice will begin in a few weeks.

Parks Maintenance:

- Mowed, edged and weed-eated City Hall.
- Dupont Lakes Park – Repaired door.
- Harris Saxon Community Center - Repaired gate.
- Keysville Dog Park – Prepped parking stops for painting.
- Thornby Park – Installed temporary ECHO & Inspirational Playground signs; removed limerock from parking lot.
- Wes Crile Park – Replaced shattered backboard from gym; removed dead tree that fell into neighbor's yard from the retention area; installed pet waste stations along walking trail.

Parks Maintenance – Miscellaneous:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks.

- Did power tools inventory.
- Picked up fencing materials at Lowe's and delivered to the Sports Complex.
- Picked up tables and chairs for dance and delivered to Wes Crile.
- Resized flagpoles in main lobby and chambers.
- Assisted Purchasing with inventory scanning process.

City Hall, Fire Station, Sheriff's Department and Social Services Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Social Services building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Picked up furniture at Social Services Building and delivered to the Depot.
- Inspected lockers at Sheriff's Department to determine condition.
- Escorted carpet cleaning companies around City Hall to measure.
- Replaced ceiling tiles in first floor offices.
- Made repairs to the exercise room.
- Replaced flags at City Hall.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Repaired 2" irrigation line under concrete at Dupont Lakes.

Sports Complex:

- Painted restroom and stage.
- Sprayed fields for weeds.
- Sprayed fields to enhance growth.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~

The Department is focused on the creation of the City's first Enterprise District at the intersection of Howland and Elkcarn Boulevards. The area represents a commitment from the City to attract a mixture of businesses in a concentrated geographical area designed to create synergy. The area represents one that is the most market positioned in the fact that there are existing commercial land uses in the form of large scale "big boxes" to act as anchors (Lowe's and Publix), smaller "roof top" supporting commercial (banks, retail, convenient stores, a sit-down restaurant, and drive-through restaurants), residential uses, and contiguous land to accommodate new development. The intent is to create an area that development applications can be processed most expeditiously and that incentive measures can be maximized, such that businesses can be open sooner.

Planning ~

The Planning Section has spent a busy week working with Epic Theaters to receive their Development Order that allows them to begin construction on Phase I of their site. The building plans have been reviewed and approved by the Building and Zoning Department and are awaiting the site work to be conducted by the applicant for the theatre to be constructed. Staff is working with applicants for a Lohmans Funeral Home and the development of two Family Dollars to begin construction. Work continues on the Land Development Code rewrite and staff and the City Attorney took the internet café moratorium to the Planning and Zoning Board on Wednesday night that passed with a vote of 6-1.

Housing & Community Development ~

The Housing and Community Development Section is in the process of making adjustments to the CDBG grant allocation to accommodate spending in prior years. Staff also conducted a Marketing Workshop for the Neighborhood Stabilization Program (NSP) designed to let the local real estate market know about 26 completed homes to-date and the process to qualify potential applicants to be able to purchase an NSP home. The intent is to get applicants qualified to purchase the homes in a timely manner and to sell them that achieves the stabilization portion of the program.

PUBLIC WORKS: 2/7/2011 to 2/11/2011

Traffic Operations ~ Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- Signs:
 - Removed garage/yard sale signs throughout the City.
 - Completed 7 sign repair work tickets throughout the City.
 - Fabricated & installed (1) double curve advisory sign at 701 Anderson Dr.
 - Fabricated & installed (1) right curve advisory sign at 2051 Elkcarn Blvd; Hibiscus & Elkcarn Blvd.
 - Fabricated & installed (1) left curve advisory sign indicating a side street at 2472 Eustace.
 - Fabricated & installed (1) right and left curve advisory sign at 1869 Normandy Blvd; 605 Anderson; 2196 Newmark.
 - Fabricated & installed (1) left turn advisory sign with a 20 mph advisory speed at 907 Cloverleaf.

- Fabricated & installed (1) left and right turn advisory sign with a 20 mph advisory speed at 305 Cloverleaf.
- Fabricated & installed (1) left and right curve advisory sign with a 30 mph advisory speed at 804 Humphrey.
- Fabricated & installed (1) 35 mph speed limit sign at Parnell & Courtland Blvd.
- Fabricated (1) 18"x 24" sign for Parks & Recreation for Inspiration Playground.
- Fabricated (1) 18"x 24" sign for Stormwater Department for Malaga Retention Pond.
- Asphalt:
 - Completed 17 asphalt repair work tickets throughout the city – 3 ¾ ton.
 - Repaired 5'x 5' section of road for Deltona Water – ¼ ton.
- Speed Trailer: Removed speed trailer from Salters Ct.
- Message Boards: Installed both message boards on Ft Smith Blvd at Wes Crile Park for a Valentines Dance.
- Misc:
 - 2082 El Campo – set up 4 lighted barricades over asphalt berm.
 - 1517 Randolph – set 1 lighted barricade over grate on sidewalk.
 - Courtland Blvd near Skate Park – reinstalled (4) delineators on all four sides of rails.
 - Elkcarn Blvd & Courtland Blvd – removed debris from intersection.

Field Operations ~ Weekly tasks include evaluating work orders called in by residents.

- Concrete:
 - Sidewalks – 2882 English – 8'x 4'; 1911 W Canal - 4'x 4' & 4'x 4'; 2822 Fern – 11'x 4'; 2731 E Canal – 11'x 4' & 5'x 4'; 2072 W Canal – 10'x 4'.
 - Grinding: Ground 1 trip hazard at 2061 Keyes; 2274 Danforth; 2862 Fern; 2811 English; 2811 E Canal; 2831 E Canal; 2627 Beal; 2661 Beal; 2656 Beal; 2556 Lawler; 2531 Lawler; 2641 Kimberly; 2825 Kimberly; 2438 Hope; 2441 Hope; 2404 Greynolds & Alamanda; 2440 Alamanda.
- Clam Truck:
 - Debris – 42.
 - Trimming – 7.
- Drop Offs: Using 6.75 pallets of Bahia sod.
 - Repaired washout and resod - 2590 Eustace; Elkcarn & Old Mill; 2080 Glenlock; 1570 Millwood; Bonkirk & Catalina.
 - Repaired drop off and resod – 442 & 450 Albeno; 680 Armadillo; 2671 Glade.
 - Repaired swale and resod – Balsam.
- Slope Mowing: Elkcarn Blvd & Eustace - 240'; 2479 Tipton - 240'; 2431 Tipton – 90'; 1701 Tiffin – 306'; 708 Waterfall – 120'; 720 Waterfall – 320'; Bluffview & Howland Blvd – 80'; Hillview & Howland Blvd – 80'; 553 Leland – 160'; 1549 Seashore – 80'; 2781 Maureen – 260'; 1689 Dunlap – 120'; 829 Whitewood – 80'.
- Misc: 104 Hartwood – remove sand from roadway.

Fleet Maintenance Division ~

- Vehicles: PM – 4; Repairs – 13.
- Equipment: PM – 1; Repairs – 11.
- Road Calls - 2
- Parts Run/Vehicles Delivery: 2.
- CDL Tests – 1.

Stormwater Division ~

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- Construction Crew:
 - Lake Baton estates – dig pond and haul dirt.
 - 1393 Azora – extend pipe on one side of the driveway and pour a miter end; other side, extend pipe out and build a box and fill in area.
 - 2452 Alamanda – put in 300' of 8" pipe; build a box; mud a box and reshape swales.
- Drainage Area Maintenance – 0.8 Drainage Areas Maintained (Acres).
- System Cleaning (Vac Truck):
 - 375 feet of Stormwater System cleaned.
 - 15 yards of debris removed.
- Right of Way Mowing Crew:
 - Pushed dirt at Tallwood.
 - Lay sod City Wide.
 - 675 Malaga – completed the fence and reshaped swales and lay sod.
- Right of Way Litter Crew: 643.5 gallons of litter removed.

UTILITIES: Customer Service

February 2011	7	8	9	10	11	12	13	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	904	497	310	311	301	X	X	2323
Ebox	307	331	167	123	244	X	X	1172
Call Center Calls	559	442	390	236	340	X	X	1967
Walk-ins/Drop Box	396	260	250	176	237	X	X	1319
On-line Payments	192	138	128	133	178	108	102	979

Customers Disconnected for Non-Pay

February 2011	8	9	Total
	Tues	Wed	
Cycle	1	2	
Total on Disconnect List	72	29	101
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

February 2011	7	8	9	10	11	12	13	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	12	3	2	10	1		1	29
Locates Received	8	14	19	29	17			87
Locates Completed	7	3	27	23	22			82
Main Leaks		1	1					2
Service Leaks	1	1	2	1	1	1	1	8
Sewer Repairs								
Sewer Blockage	1			1				2
KV2 Valves		2	2	4			2	10
Service Replacements	2	1	1	2			1	7
Meter Change Outs	10	9	10	14	7			50
Service Orders	89	88	111	96	106			490
Disconnects		72	29					101
Drainfield Leaks			4			4	1	9
Meter Retirements		1	2			1	1	5